

	A	B	C	D	E	F	G	H	I	J
1	<b>RISK and AUDIT PERFORMANCE COMMITTEE BUSINESS PLANNER</b> The Business Planner details the reports which have been instructed by the Committee as well as reports which the Functions expect to be submitting for the calendar year.									
2	<b>Date Created</b>	<b>Report Title</b>	<b>Minute Reference/Committee Decision or Purpose of Report</b>	<b>Report Number</b>	<b>Report Author</b>	<b>Lead Officer / Business Area</b>	<b>Directorate</b>	<b>Update/ Status (RAG)</b>	<b>Delayed or Recommended for removal or transfer, enter either D, R, or T</b>	<b>Explanation if delayed, removed or transferred</b>
3	<b>Beginning June 2021 - Accounts</b>									
4	Standing Item	Contract Register Annual Review	Annual - to RAPC in May/June; to IJB in Nov/Dec - last reported ??	HSCP.21.073	Anne McKenzie	Lead Commissioner	ACHSCP			An updated paper detailing journey to date will be presented.
5	Standing Item	Review of relevant Audit Scotland reports	Good practice to see national position	None	Alex Stephen	Chief Finance Officer	ACHSCP			None to report
6	Standing Item	External Audit Report	Per RAPC Terms of Reference	HSCP.21.057	Andy Shaw/ Michael Wilkie	External Audit	KPMG			Late Report
7	25.05.2021	Audited Accounts	Per IJB Terms of Reference	HSCP.21.056	Alex Stephen	Chief Finance Officer	ACHSCP			Late Report
8	<b>22 June 2021</b>									
9	Standing Item	Strategic Risk Register	Bi-Annual - last report January 2021	HSCP.21.074	Martin Allan	Business Manager	ACHSCP			
10	Standing Item	OHF Report	Quarterly Reporting	HSCP.21.075	Calum Leask	Lead Strategy and Performance Manager	ACHSCP			
11	Standing Item	Strategic Leadership Team Objectives		HSCP.21.072	Alison Macleod	Lead Strategy and Performance Manager	ACHSCP		D	To be reported on 22 June 2021
12	09.03.2021	CJSW Performance Framework Reporting		HSCP.21.053	Kevin Toshney	Planning and Development Manager	ACHSCP			
13	Standing Item	Strategic Objectives	20210427 RAPC ; To be reported on 22 June 2021	N/A	Martin Allan	Business Manager	ACHSCP		R	Will be included within Strategic Plan Review
14	<b>23 September 2021</b>									
15	Standing Item	OHF Report	Quarterly Reporting		Calum Leask	Lead Strategy and Performance Manager	ACHSCP			Amalgamated within OHF Report and Op Snowdrop
16	Standing Item	Board Assurance and Escalation Framework (BAEF)	26.08.2020; The Committee resolved :- (iv) to note that the Framework will be reviewed by the Committee on an annual basis.		Martin Allan	Business Manager	ACHSCP			
17	Standing Item	Financial Regs Review	Annual Review		Alex Stephen	Chief Finance Officer	ACHSCP			
18	Standing Item	Directions Tracker	On 23.09.2020, RAPC : (iii) to direct the Chief Finance Officer to report on the Directions Tracker every 6 months - see 27 April 2021		Alex Stephen	Chief Finance Officer	ACHSCP			
19	Standing Item	IJB / ACHSCP Annual Report	Annual Report		Alison MacLeod	Performance Lead	ACHSCP			
20	27.04.2021	Deputy Chief Officer Impact on role of Chief Finance Officer	20210427 RAPC : (ii)to instruct the Chief Officer, ACHSCP, to review the role of the Chief Finance Officer to ensure sufficient support is available to allow the CFO to undertake the responsibilities allocated to the post and provide assurance to the Committee via a report when completed.		Sandra Macleod	Chief Officer	ACHSCP			

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21	27.04.2021	Assurance on Partner Delivery of Hosted Services	20210427 RAPC: The Committee resolved :-(i) to approve the recommendation; and (ii) to note that Duty 10 (Support the IJB in delivering and expecting cooperation in seeking assurance that hosted Services run by partners are working) will be reviewed and addressed to the Committee on 23 September 2021.		Alex Stephen	Chief Finance Officer	ACHSCP			RAPC preagenda June 21 - all three Hosted Services to be reported on 23 September 2021
22	27.04.2021	Strategic Risk Register : Review of Risk 3 - Hosted Services	20210427 RAPC : (iii) to note that a review of Risk 3 (Hosted Services) will be presented to the Committee on 23 September 2021.		Martin Allan	Business Manager	ACHSCP			RAPC preagenda June 21 - all three Hosted Services to be reported on 23 September 2021
23	26.05.2021	PCIP - progress to date	Primary Care Improvement Plan - progress to date; information only report as presented to CE Business Meeting 25/05/21		Emma King	Sandra Macleod	ACHSCP			
24	11.06.2021	Mental Health Welfare Commission - Young People	Briefing paper on the Mental Health Welfare Commission - Young Person Monitoring Report 2019-20; and implications for ACHSCP		Alex Pirrie	Mental Health Services	NHS Grampian			
25	07.06.2021	Records Management Plan (RMP)	Feedback from National Records of Scotland on suggested improvement actions and an action plan		Martin Allan	Business Manager	ACHSCP			
26										
27	<b>21 December 2021</b>									
28	Standing Item	Strategic Risk Register	Bi-Annual - last report June 2021		Martin Allan	Business Manager	ACHSCP			
29	Standing Item	OHF Report	Quarterly Reporting		Calum Leask	Lead Strategy and Performance Manager	ACHSCP			Amalgamated within OHF Report and Op Snowdrop
30										
31	<b>1 March 2022</b>									
32	Standing Item	OHF Report	Quarterly Reporting		Calum Leask	Lead Strategy and Performance Manager	ACHSCP			Amalgamated within OHF Report and Op Snowdrop
33	Standing Item	Directions Tracker	On 23.09.2020, RAPC : (iii) to direct the Chief Finance Officer to report on the Directions Tracker every 6 months - see 27 April 2021		Alex Stephen	Chief Finance Officer	ACHSCP			
34	Standing Item	Annual / Biennial Report on Adult Social Care	At IJB on 25 May 2021 - agreed annual reporting . APC propose report annually to each committee							
35	Standing Item	Equalities and Equalities Outcomes	At IJB on 25 May 2021 - (v)to instruct the Chief Officer, ACHSCP to submit 6-monthly reports alternately to the RAPC and IJB.		Alison Macleod	Lead Strategy and Performance Manager	ACHSCP			
36	<b>First Meeting 2022/2023 Session</b>									
37	Standing Item	Internal Audit Reports	Assurance that services are operating effectively		Colin Harvey	Interim Chief Internal Auditor	Governance			
38	Standing Item	Review of relevant Audit Scotland reports	Good practice to see national position		Alex Stephen	Chief Finance Officer	ACHSCP			

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39	Standing Item	Review of Local Code of Governance	To provide assurance on Governance Environment		Alex Stephen	Chief Finance Officer	ACHSCP			
40	Standing Item	Review of Financial Governance	To provide assurance on Governance Environment		Alex Stephen	Chief Finance Officer	ACHSCP			
41	Standing Item	Approval of unaudited Accounts	Per RAPC Terms of Reference		Alex Stephen	Chief Finance Officer	ACHSCP			
42	Standing Item	Annual Governance Statement	To provide assurance on Governance Environment		Alex Stephen	Chief Finance Officer	ACHSCP			